Instructions for Submitting Core Data

BEFORE YOU START please read the checklist below and gather all of the required information. You will not be able to save a partially completed or draft version of the data entry page.

Information Checklist

1. Core name and general core contact information and URL if applicable.
2. Core Director(s) name and contact information.
3. Preferred contact(s) name and contact information.
4. Core location and address information.
5. Core description – both summary and detailed.
6. Access information – who can use the core, who has priority.
7. Affiliations between core and other WUSTL entities (not required).
8. Services and equipment in list form.
9. Additional keywords you would like associated with your core (not required).

Both a blank copy of the data entry page and an example of a completed data entry page are available on the Instructions and Examples page of the website as a tool to aid in collecting the necessary data in order to properly submit a core. However, information MUST be submitted via the Add/Update a Core page.

Basic Instructions

1. Go to the Washington University Core Research Facilities website at http://research.wustl.edu/cores
2. Go to the “Add/Update a Core Record page”.
3. Select “Add/Update a Core Record”.
4. Select “ADD A NEW Core Facility to this site”.
5. Log in with your WUSTL key.
6. Before entering data, read the BEFORE YOU START box at the top of the page. You will not be able to save a partially completed data entry page. Select the “Instructions and Examples” link within this box to bring up full instructions, a data checklist, and examples in a new window.
7. To submit your completed form, click “Submit for Approval” at the top of the page. You should get a confirmation screen. No additional updates may be made until the submitted record is approved, which should occur within approximately 5 days.

Instructions for specific sections

Section I: General Contact Information

The contact information given in this section will appear on your core’s record. Therefore the preferred contact should be the person responsible for answering general inquiries from potential users about your core. This person is not necessarily the core director, but could be the core manager or some other designated individual. Contact information for the core director will be collected later in this form for administrative purposes. If there is a general core email address or core URL they can be entered in this section. Only one URL may be entered.
Section II: Core Location
Please enter the core’s campus box, the campus on which the core resides, and with which school and academic department the director of your core is associated. The physical location of the core will not be published on the website.

Section III: Core Summary
This is meant as a high level summary of the core providing the end user with a quick understanding of the core, its access limitations, and its affiliations. “Service Availability” describes who is eligible to use your core’s services. “Service Priority” describes which user groups, if any, receive priority service. “Affiliations” lists other WUSTL entities with which this core is connected in some way. To create a bulleted list, place a semicolon between items.

Section IV: Core Details
Please provide in detail the core’s full description, the services it provides, equipment available and the core’s fees and pricing. To create a bulleted list in the services and equipment sections, place a semicolon between items. You will have a chance to enter more details on the core's physical location, and choose whether or not it should be made public, later in the form.

All text in the core record will be searchable through the web site. However, there may be alternative keywords that users enter as search terms that do not appear in your core record. Think of the different types of users who may benefit from your core’s services and what search terms they may be using. If there are additional keywords which do not appear in your core record that you would like linked to your core please provide them in the space provided.

Section V: Administrative Information
None of the information requested in this section will appear on the website, with the exception of physical location should you choose to publicize it. This section is meant to gather background information that will help with administration of the site. Please use only name@wustl.edu email addresses in this section.

To Submit Your Completed Form
Click the “Submit for Approval” button at the top of the page. You will get a confirmation screen. All submissions will be reviewed for completeness and appropriateness. No additional changes can be submitted until the current submission is approved. Approval should be completed within 5 business days.